

**Office of the State Public Defender  
Administrative Policies  
Human Resources**

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| <b>Subject: Computer Use</b>    | <b>Policy No.: 502</b>          |
| <b>Title</b>                    | <b>Pages: 4</b>                 |
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**1. POLICY**

The state's computer system and all programs on it belong to the State of Montana and are provided for the conduct of state business. The use of the state's computer facilities for essential personal business must be kept to a minimum and not interfere with the conduct of state business. All Office of the State Public Defender employees are required to acknowledge that they understand and will adhere to this policy by signing the Computer Use Acknowledgement Form (attachment A).

**2. PROCEDURES**

**2.1** By using the state computer system, including but not limited to the Internet and e-mail system, employees understand that management may monitor, read and review any and all information accessed or stored in the system and/or on your assigned state computer.

**2.2** The State of Montana has a business requirement to monitor or retrieve information on its computer system for a variety of reasons that include, but are not limited to, trouble shooting software problems, retrieval of work files, preventing system misuse and assuring compliance with software distribution policies. Employees do not have a right to privacy in any materials created, accessed, sent or received on state computer equipment whether password protected or not. Passwords may be overridden by the State.

**2.3** *Very limited, reasonable* personal use of the state's email system may occur to send a personal email that does not contain foul, offensive, defamatory or pornographic information. Just like the use of the state telephone system, personal use of email should be limited and brief. Email sent over the state system, whether personal or state work related, should be proper in its content.

**2.4** An employee may access a nonobscene, nonoffensive Web site on break time only. *Use common sense and good judgment.* Misuse of the state computer system by falsifying time sheets and recording nonwork time as work time can lead to disciplinary action up to and including termination.

**2.5** To insure that the above guidelines are being met the state reserves the right to filter out or block inappropriate Internet sites and will from time to time conduct unannounced surveillance of any and all computer use by state employees. While the State will take steps to block offensive material and delete it when discovered, that does not mean that all accessible material is appropriate.

- 2.6 Documents deleted from any of your directories, including Outlook, may continue to exist and can be retrieved off of the system. A list of all Internet sites accessed by employees is available to management when management requests it or computer security personnel observe and report inappropriate use to management.
- 2.7 Logon IDs and passwords (e.g., CM numbers) are assigned to individuals for access to the Office of the State Public Defender data. The individual assigned an ID and password is responsible for the security of this ID. Passwords must be kept confidential. You may be liable for unauthorized access of information using your ID and password.

### **3. PROHIBITED USE**

- 3.1 No one may use the state computer system or any of its programs for non job related purposes to access or send foul, offensive, defamatory or pornographic information.
- 3.2 The state has a zero tolerance policy for sexual harassment. Accessing or sending harassing or derogatory information such as comments demeaning a person's sex, race, religion, disabilities and sexual orientation will not be tolerated.
- 3.3 Do not use a personal email account such as Hotmail outside of the of the state Email system unless you have been granted an exception by the State Information Security Officer. Downloading an outside system on to the state system can open the door to viruses and other serious problems.
- 3.4 Prohibited activities include but are not limited to:
  - 3.4.1 chain letters
  - 3.4.2 communications to solicit voluntary participation in athletic betting pools, political causes, religious causes or personal organizations.
- 3.5 The state computer system may not be used to conduct or operate a personal commercial business or "forprofit" or "nonprofit" activities.

### **4.0 ITSD POLICIES**

The enterprise policies found at <http://itsd.mt.gov/policy/itpolicy.asp> are also incorporated in the OPD policy by reference. These policies numbers start with ENT (enterprise), followed by the category (INT=Internet, Net=Network/Telecommunications, PCS=Personal Computers, SEC=Security) and a reference number.

**5. CLOSING**

This policy shall be followed unless it conflicts with negotiated labor contracts or specific statutes, which shall take precedence to the extent applicable.

If you have a question about a particular use ask your supervisor before you use the state computer system for that purpose and potentially expose yourself to disciplinary action.

*Violation of any provision of this policy may result in disciplinary action up to and including termination.*

Questions about this policy can be directed to your supervisor or to the OPD Human Resource Officer at:

Office of the State Public Defender  
Administrative Service Division  
44 West Park  
Butte, MT 59701

(406) 496-6091

**ATTACHMENT A**

**COMPUTER USE  
ACKNOWLEDGEMENT FORM**

By signing this form I acknowledge that I have read the "Computer Use" policy and I understand that I am bound by the requirements in that policy.

I understand that the State computer system (including the computer assigned to me by the Office of the State Public Defender) is the property of the State. I know that my supervisor may monitor or retrieve information created, stored, accessed by me or sent to or from me on the state computer system with or without notice.

I know that I may direct any and all questions about the policy to my supervisor or the Human Resource Officer before signing or at any time in the future.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATED: \_\_\_\_\_

This form must be signed and returned to:  
Office of the State Public Defender  
Human Resource Office  
44 West Park  
Butte, MT 59701  
(406) 496-6091